TRAINING PROFILE FOR: ___Reports Officer_____  CODE NO: _____

| 2.<br><br>PHASE: _Initial_<br>CODE NO: _____ | 3.<br><br>DEVELOPMENTAL OBJECTIVES | 4.<br>ACTION<br>COMPONENT | 5.<br><br>DEVELOPMENTAL TRAINING | 6.<br><br>FACILITY |
|---|---|---|---|---|
| | 1. Orientation to the Intelligence Community and CIA's relationship to the Community | OTR | "Intelligence in World Affairs" | OTR |
| | 2. Organization of CIA - missions and functions of each office | OTR | "Intelligence in World Affairs" | OTR |
| | 3. An in depth orientation to the collection and production offices of the Agency | OTR | *"Intelligence Research and Techniques Course" | OTR |
| | 4. Basic operations procedures and philosophy | OTR | *"Introduction to Operations" ( 6 weeks) | OTR |
| | 5. Effective writing if deemed appropriate | OTR | *"Writing Workshop" tailored to DDO needs | OTR |
| | 6. Intelligence Analysis as it relates to reports writing | OTR | "Intelligence Writing Workshop | OTR |
| | 7. Area familiarization - specific work assignment and that same general area of world | OTR<br><br>OTR | "Eastern Europe and USSR"<br><br>Part-time academic courses at local universities | FSI<br><br>external |
| | 8. Intensive training in a world language if not recruited with the proficiency | OTR | Language Learning Center, full-time instruction | OTR |
| | 9. Part-time training in the language of his job orientation | OTR | Language Learning Center or external at local universities | OTR/ external |

TRAINING PROFILE FOR:  Reports Officer                                                    CODE NO: _____

| 2. PHASE Adjustment CODE NO: ____ | 3. DEVELOPMENTAL OBJECTIVES | 4. ACTION COMPONENT | 5. DEVELOPMENTAL TRAINING | 6. FACILITY |
|---|---|---|---|---|
| | 1. Preparation for a rotation to case officer assignment, full time or part-time | OTR | *"Introduction to Operations" ( 6 weeks) | OTR |
| | 2. World language brought to advanced levels | OTR | Language Learning Center or Foreign Service Institute | OTR |
| | 3. Specific language of work assignment brought to good reading level | OTR | Language Learning Center, part-time reading instruction | OTR |
| | 4. Update on CIA and Intelligence Community | OTR | "CIA Today and Tomorrow" | OTR |
| | 5. Effective writing if deemed appropriate | OTR | "Effective Writing Workshop" | OTR |
| | 6. Effective briefing if deemed appropriate | OTR | *"Effective Briefing Workshop" | OTR |

TRAINING PROFILE FOR: __Reports Officer__                                                   CODE NO: _____

| 2.<br>PHASE: __Middle__<br>CODE NO: _____ | 3.<br>DEVELOPMENTAL OBJECTIVES | 4.<br>ACTION<br>COMPONENT | 5.<br>DEVELOPMENTAL TRAINING | 6.<br>FACILITY |
|---|---|---|---|---|
| | 1. Executive development programs when deemed appropriate | OTR | "Midcareer Course" | OTR |
| | 2. Preparation for rotation assignment to DDI or the Department of State for 3-6 months | OTR | "Intelligence Writing Technique Course" | OTR |
| | 3. Preparation for rotation to a country desk in OCI. This should include area studies in some depth | OTR | *"Area Seminar - (name of country)" | OTR |
| | 4. Update language skills | OTR | Language Learning Center, part time | OTR |
| | 5. Update operational skills | OTR | *"Operations Seminar - (name of area)" | OTR |
| | 6. Management training | OTR | *"Middle Management Counsel (GS 11-13)" | OTR |
| | 7. Reinforce interest in area studies and political science through academic courses part time | OTR | "International Relations of Africa" | American Univ. |

TRAINING PROFILE FOR: __ Reports Officer        CODE NO: _____

| 2. PHASE: Sabbatical CODE NO: _____ | 3. DEVELOPMENTAL OBJECTIVES | 4. ACTION COMPONENT | 5. DEVELOPMENTAL TRAINING | 6. FACILITY |
|---|---|---|---|---|
| | 1. Update on CIA and Intelligence Community | OTR | "CIA Today and Tomorrow" | OTR |
| | 2. Preparation for rotational assignment to broaden perspective - one year to a DDI office, other government agency or university for an advanced degree | OTR | *"Representational Seminar" for employees going to assignments where they officially represent the Agency | OTR |
| | | | Master's degree, School of International Service | American Univ. |
| | 3. Update language skills | OTR | Language Learning Center, part time | OTR |
| | 4. Reappraisal orientation possibly towards retirement preparations | OP | *"A Second Career" | OP |
| | 5. Liberal approval of time for personal counseling possibly on investments and savings | OP | *"Preparation for the Future" | OP |

TRAINING PROFILE FOR:	Reports Officer	CODE NO:

| 2.<br>PHASE: Senior<br>CODE NO: _____ | 3.<br>DEVELOPMENTAL OBJECTIVES | 4.<br>ACTION<br>COMPONENT | 5.<br>DEVELOPMENTAL TRAINING | 6.<br>FACILITY |
|---|---|---|---|---|
| | 1.  Management updating | OTR | "Advanced Management Program" | OTR |
| | 2.  Update language skills | OTR | Language Learning Center,<br>part time | OTR |
| | 3.  Update Agency and Intelligence<br>Community | OTR | "CIA Today and Tomorrow" | OTR |

TRAINING PROFILE FOR: ___Reports Officer_____     CODE NO: _____

| 2.<br>PHASE:Departure<br>CODE NO: _____ | 3.<br>DEVELOPMENTAL OBJECTIVES | 4.<br>ACTION<br>COMPONENT | 5.<br>DEVELOPMENTAL TRAINING | 6.<br>FACILITY |
|---|---|---|---|---|
| | Retirement programs | OP | "Retirement Seminar" | OP |